

Reimbursement Claim How To:

STEP 1:

Click on Reimbursements under LEA Links on the left hand side of the eGrant homepage.

How To

- * How do I view and/or edit grant sections?
- * What does each status symbol represent?
- * Where can I find a copy of the Assurances?
- * Where can I find a copy of the Affirmation of Consultation and Verification of Private School Participation?

LEA Links

- Add/View Grant
- Contacts
- Assign Grant
- Permissions /
- Authorizations
- Goals and Objectives
- Reimbursements

2006 - 2007 Consolidated Application
Roslyn School District 18-2

Consolidated Grant Information

* In order to submit the application or for other required sections of this application, your Pop-Up blocker must allow pop-ups for this site.
* If you do not want to participate in a section that is shown below, please contact your grant representative.

Click+ to expand and - to contract

Application was submitted and assurances agreed to on '6/5/2006 6:48:06 PM' by Marc Frankenstein
Application was approved on '9/20/2006 9:54:22 AM' by Rob Huffman, South Dakota Department of Education.

Grant	Status	Due Date	Submit
2006 - 2007 Consolidated Application	Approved	07/01/2006	Print
General			
General Narratives	Approved		Print
Needs Assessment	Approved		Print
REAP			
Rural Education Achievement Program (REAP)	Approved		Print
Title I - Part A			
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Approved		Print



STEP 2: Select Grant

Select the 2006-2007 Consolidated Application from the drop down arrow. Click 'GO'.

 	
eGrant Home Library Correspondence LogOut DOE Home Tech. Assistance	
LEA Links Add/View Grant Contacts Assign Grant Permissions / Authorizations Goals and Objectives Reimbursements	<div> Roslyn School District 18-2 </div> <div> Select Grant: 2006 - 2007 Consolidated Application </div> <div> <input type="button" value="GO"/> </div> <div> <input type="button" value="Q"/> Click here for support request form </div>
<div> Last Login: 10/4/2006 1:27:22 PM 1 Current Users </div> <div> Marc Frankenstein : Roslyn School District 18-2 </div>	

STEP 3: Select Section

Select a title program from the drop down arrow. Click 'GO'.

 	
eGrant Home Library Correspondence LogOut DOE Home Tech. Assistance	
LEA Links Add/View Grant Contacts Assign Grant Permissions / Authorizations Goals and Objectives Reimbursements	<div> 2006 - 2007 Consolidated Application </div> <div> Roslyn School District 18-2 </div> <div> Select Grant: 2006 - 2007 Consolidated Application </div> <div> <input type="button" value="GO"/> </div> <div> <input type="button" value="Q"/> Click here for support request form </div> <div> First Date to Obligate Funds: 10/20/2006 (Date Application Submitted is "Substantially Approvable Term") </div> <div> Program: Title I, Part A (Improving The Academic Achievement of the Least </div> <div> <input type="button" value="GO"/> </div>
<div> Last Login: 10/4/2006 1:27:22 PM 1 Current Users </div> <div> Marc Frankenstein : Roslyn School District 18-2 </div>	

October 27, 2006

Overview of the Reimbursement Claim Page:

On the right hand side of the page indicates the first date to obligate funds-Date application submitted in a substantially approvable form.

View Budget Summary-Link takes you to the Budget Summary page.

Click Here to Request a Budget Amendment-Link takes you to the Budget Amendment page.

Print-The print option is currently not available. At this time, you will need to click the print screen key on your keyboard.

STEP 4: New Reimbursement

***Note: Enter whole numbers only. Do not enter cents.**

Click 'NEW REIMBURSEMENT' to create. You can create a new reimbursement every month once the grant application has been approved. Reimbursements should be submitted by the 10th of the month to ensure making that month's payment cycle.

The screenshot displays the eGrant system interface for the South Dakota Department of Education. The header includes the department's logo and the 'eGrant' branding. A navigation bar at the top provides links to 'eGrant Home', 'Library', 'Correspondence', 'Log Out', 'DOE Home', and 'Tech. Assistance'. On the left, a sidebar lists 'LEA Links' such as 'Add/View Grant', 'Contacts', 'Assign Grant', 'Permissions / Authorizations', 'Goals and Objectives', and 'Reimbursements'. The main content area is titled '2006 - 2007 Consolidated Application' for 'Roslyn School District 18-2'. It features a 'Select Grant' dropdown menu set to '2006 - 2007 Consolidated Application', a 'Program' dropdown set to 'Title I, Part A (Improving The Academic)', and a 'Select Previous Reimbursement' dropdown set to 'No Previous Reimbursements'. A 'New Reimbursement' button is prominently displayed. To the right, there is a field for 'First Date to Obligate Funds' with the value '9/20/2006' and a link to 'Click here for support request form'. Below this, there are links for 'View Budget Summary' and 'Click here to request a Budget Amendment'. The bottom status bar indicates the last login was on 10/4/2006 at 1:27:22 PM and that there is 1 current user.

STEP 5: Completion of Reimbursement Claim Form

The budget objects are indicated along the top of the Reimbursement Claim Form and the activity codes are indicated along the left hand side. The budgeted amounts are indicated in gray. The prior reimbursement requests are indicated in gold. The current requests are indicated in white.

Type a dollar amount in the white rows for current reimbursement requests.
Scroll down & click 'SAVE & CALCULATE TOTALS'.

Select Previous Reimbursement:

Current status is: ☒ Draft

Function		100 Salaries	200 Employee Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Acquisition	TOTALS	BALANCE
Programs for Eligible Children (Title I)	Bud	\$ 40,000	\$ 11,775				\$ 51,775	
	Prior						\$ 0	
	Cur						\$ 0	\$ 51,775
Attendance and Social Work	Bud			\$ 0			\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Professional Development	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Operations & Maintenance of Plant	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Building Rental	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Pupil Transportation	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Program Administration	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
	Bud						\$ 0	

Evaluation	Bud					\$ 0	
	Prior					\$ 0	
	Cur					\$ 0	\$ 0
Parent Activities	Bud					\$ 0	
	Prior					\$ 0	
	Cur					\$ 0	\$ 0
Non-Public School Services	Bud					\$ 0	
	Prior					\$ 0	
	Cur					\$ 0	\$ 0

		Amount	Balance
Indirect Cost Rate:	Budget	\$ 0	
4.43%	Prior	\$ 0	\$ 0
	Current	\$ 0	\$ 0
GRAND TOTAL	Budget	\$ 51,775	
	Prior	\$ 0	\$ 51,775
	Current	\$ 0	\$ 51,775

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	\$ 52,640	\$ 0		\$ 52,640
Totals	\$ 52,640	\$ 0	\$ 0	\$ 52,640

Done Trusted sites

Source of Funds Table:

Transferability Option-

Please note if using the Transferability Option, the transferred in funds will be drawn down first by default.

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	\$ 52,640	\$ 0		\$ 52,640
Totals	\$ 52,640	\$ 0	\$ 0	\$ 52,640

REAP Reimbursement Form-

Please note REAP Flex funds will be drawn down by default in the following order until each fund is exhausted – 1) Title V Part A; 2) Title IV Part A; 3) Title II Part D; and 4) Title II Part A.

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title II, Part A (Improving Teacher Quality)	\$ 23,767	\$ 0		
Title II, Part D (Enhancing Education Through Technology)	\$ 1,072	\$ 0		
Title IV, Part A (Safe and Drug Free)	\$ 2,783	\$ 0		
Title V, Part A (Innovative Programs)	\$ 615	\$ 0		
Totals	\$ 28,237	\$ 0	\$ 0	\$ 0

STEP 6: Submitting the Reimbursement Claim

Click the 'SUBMIT' button.

A pop-up will appear that asks 'Are you sure you want to submit this Reimbursement' Click 'OK'.

The screenshot shows a web application interface for submitting a reimbursement claim. It includes a table for 'Evaluation' and 'Parent Activities' with columns for 'Bud' (Budget) and 'Cur' (Current). A pop-up dialog box from Microsoft Internet Explorer asks 'Are you sure you want to submit this Reimbursement?' with 'OK' and 'Cancel' buttons. Below the dialog, there is a summary table showing the total amount requested and remaining. The 'Submit' button is visible at the bottom right of the form.

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	\$ 52,640	\$ 0		\$ 52,640
Totals	\$ 52,640	\$ 0	\$ 0	\$ 52,640

STEP 7: Select Previous Reimbursement

Select a previous reimbursement from the drop down arrow.
(Select the date & amount by highlighting)
Click 'GO'.

The screenshot shows the '2006 - 2007 Consolidated Application' page for Roslyn School District 18-2. The interface includes a top navigation bar with links like 'eGrant Home', 'Library', 'Correspondence', 'LogOut', 'DOE Home', and 'Tech. Assistance'. A left sidebar contains 'LEA Links' such as 'Add/View Grant', 'Contacts', 'Assign Grant', 'Permissions / Authorizations', 'Goals and Objectives', and 'Reimbursements'. The main content area has a 'Select Grant' dropdown set to '2006 - 2007 Consolidated Application'. Below this is a 'Program:' dropdown set to 'Title I, Part A (Improving The Academic Achievement of All Children)'. The 'Select Previous Reimbursement:' section features a table with 'Date' and 'Amount' columns. The first row is highlighted in blue, showing '10/05/2006' and '\$ 25,000'. To the right of this table is a 'Click here for capped request form' link. Further right, there are input fields for 'First Date to Obligate Funds' (set to 10/01/2006) and a note '(Date Application Submitted is "Substantially Approvable Form")'. Below the 'Select Previous Reimbursement' table is a detailed budget table with columns for 'Benefits', 'Purchased Services', 'Supplies Materials', 'Capital Acquisition', 'TOTALS', and 'BALANCE'. The budget table shows values for 'Prior' and 'Cur' (Current) periods for various categories like 'Programs for English Children (Title I)' and 'Attendance and Social Work'. At the bottom, there is a 'Done' button and a 'Trusted sites' link.

Date		Amount	
	10/05/2006		\$ 25,000

	Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Acquisition	TOTALS	BALANCE
Programs for English Children (Title I)	11,775				\$ 51,775	
Prior					\$ 0	
Cur	15000	10000			\$ 25,000	\$ 26,775
Bud			\$ 0		\$ 0	
Prior					\$ 0	
Cur					\$ 0	\$ 0